

CLASS TITLE:**ADMINISTRATOR, FAMILY AND
CHILDREN'S SERVICES****Class Code: 02821800****Pay Grade: 39A****EO: A****CLASS DEFINITION:**

GENERAL STATEMENT OF DUTIES: To be responsible for planning, developing, directing, coordinating and administering a comprehensive regional service delivery system oriented toward maximizing the efficiency and availability of both private and public services to children youth and their families or a statewide program of social services for families, children and adults, including child welfare services, day care, work incentive, family planning, and homemaker services, mental health services and juvenile probation services; and to do related work as required.

SUPERVISION RECEIVED: Works under the general administrative direction of a superior with wide latitude for the exercise of initiative and independent judgment; work is reviewed upon completion through conferences and reports for conformance to prescribed agency standards.

SUPERVISION EXERCISED: Plans, directs, coordinates, supervises and evaluates the activities of an administrative, supervisory, professional and technical staff engaged in carrying out a program of social services.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for planning, developing, directing, coordinating and administering a comprehensive regional service delivery oriented toward maximizing the efficiency and availability of both private and public services to children youth, and their families or a statewide program of social services for families, children and adults, including child welfare services, day care, work incentive, family planning, homemaker services, mental health and juvenile probation services.

To assist in the planning, dissemination, and implementation of various state policies and procedures pertaining to social service programs relating to children and their families.

To be responsible for coordinating state's social service programs with other service providers, both public and private.

To be responsible for establishing and maintaining a sound and efficient public information and relations program.

To be responsible for cooperating with other states in matters of interstate placements and transfers of dependent and neglected children.

When requested, to participate in collective bargaining and contract negotiations leading to the adoption of contractual agreements as well as the enforcement of the several provisions of such contracts dealing with grievances, training, discipline, etc. in accordance with the personnel rules.

To assist in the preparation of the budget.

To prepare annual and special reports, as required.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of social case work principles, practices and techniques and the ability to apply such knowledge in planning, developing, directing and coordinating a statewide program of social services for families, children and adults as well as the development, establishment and maintenance of professional case work standards; a thorough knowledge of the basic principles and practices of social administration and the ability to apply such

knowledge in the administration of a statewide social service program; a thorough knowledge of community resources and the ability to apply such knowledge in providing effective and complete social service benefits for families, children and adults within the community; the ability to assist superiors in the planning, development and implementation of policies and procedures pertaining to social service programming; the ability to coordinate the agency's social service programs with other social welfare services in the state; the ability to establish and maintain an effective public relations and public information program within the community; the ability to participate in collective bargaining and contract negotiations; the ability to plan, direct, coordinate, supervise and evaluate the work of a professional staff engaged in providing social services to families, children and adults; the ability to prepare written reports and oral presentations; the ability to establish and maintain effective working relationships with superiors and associates, the community and public, and other public and private agencies within and outside the state; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in Social Work or other related degrees; and

Experience: Such as may have been gained through: five years employment in a responsible administrative and supervisory position in a private or public social agency engaged in providing social services for families, children and/or adults.

Class Revised: July 4, 1999

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